

ANNEX Q Memorial Service/Ceremony SOP

1. REFERENCES:

- a. AR 600-8-1, "Army Casualty and Memorial Affairs and Line of Duty Investigation."
- b. AR 27-3, "Legal Assistance."
- c. AR 600-25, "Salutes, Honors and Visits of Courtesy."
- d. DA PAM 608-33, "Casualty Assistance Handbook."
- e. DA PAM 608-4, "A Guide for the Survivors of Deceased Army Members."
- f. FM 16-22, "Conducting Military Funerals and Memorials."
- g. FM 22-5, "Drill and Ceremonies."

2. **PURPOSE:** To establish standard procedures to be followed in the event a soldier or family member is killed or seriously injured during peace time.

3. **SCOPE:** This SOP is applicable to all personnel assigned or attached to JRTC & Fort Polk.

4. **GENERAL:** Memorial honors, ceremonies and services, are a command responsibility. Units will render memorial honors to each soldier who dies while assigned or attached to JRTC & Fort Polk. Commanders may request exception in the case of a soldier who dies in a less than honorable manner (such as dying in the commission of a heinous crime).

a. **Memorial Ceremony:** The memorial ceremony stresses military honors and may be conducted in a chapel, outdoor formation or auditorium. If a chapel is used, it will be "faith group neutral" and all religious symbols will be removed or covered. The fallen soldier's chain of command provides ceremony leadership. The chaplain may assist in planning or leadership but vestments will not be worn and religious terminology will be kept to a minimum. The unit takes the lead and is assisted by the chaplain. The elements of the ceremony emphasize a patriotic theme.

b. **Memorial Service:** The memorial service stresses spiritual comfort and generally is conducted in a chapel. The specific denomination or faith group of the fallen soldier is significant in chaplain leadership and elements in the order of service. The chaplain takes the lead in planning the service and is assisted by the unit. The elements are similar to those of a military funeral except no body or remains are present.

ANNEX Q Death or Serious Injury of a Soldier or Family Member TO JRTC & Fort Polk CHAPEL STANDING OPERATING PROCEDURES

c. The intent of honors is to focus on the unit and its soldiers. The event should bring closure to the shock and denial surrounding the death and allow the unit to move forward with its collective missions. Commander's remarks will address what is to be learned from the death. Chaplains will address the needs of soldiers.

d. These events will normally not occur less than 3 days or more than 7 days after the death.

e. Memorial honors are planned at battalion and are normally conducted by a company. Memorial ceremonies conducted in unit formations may be company or battalion events.

f. The boots/helmet displays will be standardized. The display will consist of the helmet placed on top of an inverted M16 and highly polished combat boots. A flight helmet or beret may be substituted for the Kevlar helmet, as appropriate.

g. Uniform for program participants, to include chaplain, firing party and bugler, will be Class A. During memorial services chaplain may wear black military stoles. Attendees may wear appropriate duty uniforms.

h. The firing of volleys by a firing party and Taps will be included in memorial honors. The firing party will not bring weapons into the sanctuary. The firing party will be positioned outside the chapel. The bugler will also be outside the chapel and positioned to be clearly heard by all in attendance while giving a distant, faint quality to the playing of Taps.

i. The "Last Roll Call" may be included in memorial ceremonies or services as an option. Commandeers should be aware that this element, while potentially powerful for soldiers, can be extremely painful for family members.

j. The Installation Staff Chaplain has budgeted, through Consolidated Chaplain's Fund offerings, resources to provide musicians (already under contract) to support honors in chapel facilities.

k. Scheduling of the service or ceremony will not be finalized until the unit has contacted the Commanding General's secretary to ensure the CG or his representative can be present.

l. For honors conducted in a chapel or auditorium, the front two rows on the left (entering from the rear) will be reserved for the Command Group, senior commanders, their spouses and distinguished guests. Front pews to the right side of the aisle will be reserved for the family members and escorts as appropriate. Under some circumstances additional VIP reserved seating will require additional left side rows.

m. No news media will be allowed into the sanctuary during the event. Video or audio taping of events during the ceremony or service by news media is prohibited,

ANNEX Q Death or Serious Injury of a Soldier or Family Member TO JRTC & Fort Polk CHAPEL STANDING OPERATING PROCEDURES

even from remote locations. However, units may videotape the entire event for historical purposes or to provide the family a record of honors rendered. The taping will be as inconspicuous as possible.

n. Families or family members should be informed of the memorial honors. They should be explicitly told that their presence is neither required nor expected. While family members are not encouraged to attend, they will not be discouraged. When family members are present, the following indoor sequence of events will be followed:

(1) The unit's family escort will assemble the family in a waiting area where the chaplain (or another designated unit member) will brief them on the elements of the event. Specifically, he will address the boots/helmet display, the "Last Roll Call" (as appropriate), firing of the volleys, and Taps. He will discuss who the participants are and their roles in the program. He will discuss entry and exit from the event and the offering of condolences by members of the command group and distinguished guests.

(2) Five minutes before the event begins, the escort will lead the family into the sanctuary or auditorium (by a front, side door, if possible). Upon completion of the program, the command representative will depart after the family is escorted to the waiting area. The command group will proceed to the waiting area to pay respects to the family. Other members of the unit may also pay their respects in the waiting area.

o. Colors will be posted prior to the beginning of the event. National colors and appropriate "faith group" flag will be displayed as described in the chapel SOP. Generally, unit colors and guidons will be displayed inside for ceremonies and outside for services. General Officer (GO) flags, as appropriate, will be displayed outside of the chapel for both ceremonies and services.

p. When the fallen soldier is assigned or attached to a brigade or division HHC, separate company or detachment, the major unit commander will determine the appropriate distribution of commander, senior NCO and staff responsibilities and functions.

5. RESPONSIBILITIES:

a. DEATH OF A SOLDIER WITHIN THE COMMAND.

(1) On-Site OIC - In the event of a death in the field, the first Officer or NCO in the grade of SFC or above to arrive on the scene will become the on-site OIC/NCIOC. He/She will:

(a) Immediately secure the site, setting up a guard perimeter.

(b) Determine the soldier's identity, social security number and religious preference. This information is contained on the soldier's identification tags.

ANNEX Q Death or Serious Injury of a Soldier or Family Member TO JRTC & Fort Polk CHAPEL STANDING OPERATING PROCEDURES

(c) Ensure the remains are not disturbed and are properly covered with blanket or available material.

(d) Ensure nothing is moved or removed.

(e) Contact the immediate Headquarters, as appropriate to report incident.

NOTE: If contact is made via radio, do not give deceased soldier's name.

(f) Ensure that all soldiers with knowledge of the incident, especially the deceased's name, understand that they are not to release any information, except to legal authority or their commander.

(2) Staff Duty Officer (SDO) :

(a) **SDO, SDNCO, or CQ WILL NOT notify the Next of Kin.**

(b) Immediately contact the Brigade, Battalion/Squadron and C/B/T Commander, or Brigade and HHC Commander if soldier is from the HHC Element.

(c) Contact Law Enforcement Command.

(d) Initiate the Commander's Serious Incident Report (SIR), see enclosure.

(3) Battalion/Squadron Commander:

(a) Inform Brigade Commander.

(b) Inform the Brigade XO/Battalion XO.

(c) Instruct the S-1 to notify the casualty area command (CAC phone # 531-6316/7257) IAW AR 600-8-1 and DA Pamphlet 608-33

(d) Prepare a letter of sympathy to NOK and forward it to G1/AG casualty for review and release. (See AR 600-8-1 for sample letters and instructions). See enclosure.

(e) Prepares comments regarding the loss of the soldier for delivery at the memorial ceremony/service.

(4) Battalion/Squadron Executive Officer:

ANNEX Q Death or Serious Injury of a Soldier or Family Member TO JRTC & Fort Polk CHAPEL STANDING OPERATING PROCEDURES

(a) Inform the following persons: Brigade S-1, Brigade/Battalion/Squadron CSM and the Unit Chaplain.

(b) Notify the Chain of Concern as appropriate.

(c) Establish a "control center" in the Regimental/Squadron headquarters and serves as the single POC for the commander on all issues relative to the death (i.e. memorial service/ceremonies, accident investigations, the location and well-being of the next of kin).

(d) Assume responsibility for the planning of a memorial ceremony/service if required (see enclosure).

(e) Initiate a "Staff Journal" of events.

(f) Ensure the S-1 provides a Casualty Assistance Officer (CAO) and a Summary Court Officer (SCO) as necessary and monitors their activities.

(5) Brigade/Battalion/Squadron S-1:

(a) Determine the following: Identification and location on next of kin (contact G1/AG casualty) and state of mind or health (if available).

(b) Provides the CAC with a Notification Officer, a Casualty Assistance Officer (CAO) and a Summary Court Officer (SCO) as necessary.

(c) Schedules the CAO and SCO for a briefing by casualty/mortuary section.

(d) Assists the Battalion/Squadron Commander in the preparation of a letter of sympathy.

(e) Assists the Chaplain in preparing a memorial ceremony bulletin.

(f) Maintains a current file of Army Regulations, DA Pamphlets, and policy letters pertaining to casualty of a soldier, family members and entitlements.

(g) Reads and becomes familiar with AR 600-8-1 and DA Pamphlet 608-33.

(h) Advises the Commander in regards to actions required by Army Regulations.

(i) Prepares and reads the soldier's military record during the memorial ceremony.

ANNEX Q Death or Serious Injury of a Soldier or Family Member TO JRTC & Fort Polk CHAPEL STANDING OPERATING PROCEDURES

(j) Call the CG's secretary (531-1706) to coordinate best day/time for the memorial.

(6) Unit Chaplain:

- (a) Upon notification, if practical, goes to the accident site.
- (b) Determines the deceased's religious preference and acts accordingly.
- (c) Informs the Technical Supervisory Chain.
- (d) Assists the Casualty Notifier in delivering the notice to the next of kin.
- (e) Works with the XO in planning a memorial ceremony/service.

(NOTE: A memorial ceremony is a command oriented, patriotic tribute to a deceased soldier, and as such may have mandatory attendance. A memorial service is a religious worship event and attendance is voluntary.)

(f) Assists the commander (s) , if requested, in writing a letter of sympathy.

(g) Ministers to the next of kin as needed.

(h) Ministers to the C/B/T as needed.

(i) Assists in coordinating the activities of other "helping" agencies in the community (i.e.C/B/T/Battalion/Squadron/Brigade wives, ACS, Red Cross, AER).

(7) Unit Command Sergeant Major (CSM):

(a) Assists the Chaplain and Brigade/Battalion/Squadron XO in the planning of a memorial ceremony.

(b) Works with the C/B/T First Sergeant in assessing the emotional well-being of the company/platoon.

(c) Assumes responsibility for the military portions of the memorial ceremonies (i.e. Honor Guard, Posting of the Colors and Bugler), IAW FM 22-5.

(8) C/B/T Commander (Co Cdr):

(a) Ensures the remains are properly escorted IAW AR 638-1.

ANNEX Q Death or Serious Injury of a Soldier or Family Member TO JRTC & Fort Polk CHAPEL STANDING OPERATING PROCEDURES

(b) Determines the emotional state of his soldiers and provides for outside counseling support as needed.

(c) Assists the Casualty Notifier in the notification of the NOK (see enclosure).

(d) Prepares a letter of sympathy to the NOK within 24 hours of death notification (see AR 600-8-1 for sample letters and instructions) and forward it to G1/ AG casualty for review and release.

(e) Ensures the proper handling of the deceased's property IAW AR 600-8-1.

(f) Prepares and delivers comments about the soldier's contribution to the unit during the memorial ceremony.

(g) Closes out comments with presentation of posthumous award if appropriate.

(9) Casualty Notification Team (Normally an officer, recommended Physician Assistant and Chaplain accompany the team. (See AR 600-8-1, Chapter 7.)

(a) Obtain briefing from casualty section.

(b) Reads and becomes familiar with AR 600-8-1 and DA Pamphlet 608-33 (see enclosure).

(c) Links up with Chaplain prior to visiting quarters of next of kin.

(d) Reports to the CAC and Brigade/Battalion/Squadron XO any problems encountered during the notification.

(10) Casualty Assistance Officer:

(a) Reads and becomes familiar with DA Pamphlet 608-33.

(b) Keeps CAC, Unit Chain of Command and Chaplain informed as to the needs of the next of kin.

(c) Seeks the advice of the Chaplain in regards to handling difficult situations (i.e. the wife requests to view the body).

b. SERIOUS INJURY/VERY SERIOUS ILLNESS OF A SOLDIER - When a soldier is seriously ill/injured and his chances of survival are in doubt, the following procedures will be followed.

ANNEX Q Death or Serious Injury of a Soldier or Family Member TO JRTC & Fort Polk CHAPEL STANDING OPERATING PROCEDURES

(1) C/B/T Commander/SDO:

XO and CAC.

- (a) Informs the following persons: Brigade/Battalion/Squadron Cdr,

- (b) Appoints a C/B/T representative to remain at the hospital.

- (c) Coordinates notification of the NOK with the doctor/CAC (may request assistance from the unit Chaplain).

- (d) Visits the hospital and NOK as appropriate.

- (e) Advises the CAC if assisting physician requests the primary next of kin (PNOK) to be present. The CAC will then administer Invitational Travel Orders (ITO) for the PNOK to visit the soldier.

(2) Battalion/Squadron Commander:

- (a) Informs the Brigade Commander.

- (b) Visits the hospital and NOK as appropriate.

(3) Battalion/Squadron Executive Officer:

- (a) Informs the S-1 and chaplain.

Officer/NCO.

- (b) In the case of visiting family, appoints a Family Assistance

soldier.

- (c) Becomes the POC for all questions regarding the status of the

(4) Unit Chaplain:

- (a) Assists the C/B/T Cdr in the casualty notification, if needed.

- (b) Informs the Brigadel/Corps/Installation Chaplain as appropriate.

- (c) Regularly visits the hospital.

- (d) Ministers to the family as needed.

Catholic soldier).

- (e) Arranges for religious ministrations (i.e. extreme unction for a

- (f) Keeps the XO informed as to developments.

ANNEX Q Death or Serious Injury of a Soldier or Family Member TO JRTC & Fort Polk CHAPEL STANDING OPERATING PROCEDURES

(g) Visits with Platoon/company to pass on information as to the soldier's condition.

(5) Family Assistance Officer/NCO:

(a) Proceeds to the hospital and establishes a Courtesy Patrol (CP) nearby. Makes contact with visiting family and hospital staff.

(b) Coordinates transportation to and from the hospital for visiting family.

(c) Assists the family in locating lodging, places to eat, etc. (Hospital Benevolent Fund may be available contact the Unit Chaplain).

(d) Regularly visits the hospital checking on the soldier's condition.

(e) In the event that death is imminent, establishes a CP at the hospital.

(f) Maintains regular contact with the Brigade/Battalion/Squadron XO.

(g) Duty uniform will BDUs if patient is in Army Community Hospital. Uniform will be Class A or B if in any other hospital.

(6) Courtesy Patrol (CP):

(a) CP will consist of a soldier from the company who will act as an on site point of contact between the family and the unit.

(b) CP duty will be maintained 24 hours a day. Normally a work shift will be 8 hours.

(c) CP will brief all significant changes in the patient's condition to the Family Assistance Officer/NCO.

(d) In the event of the patient's death, the CP will immediately notify the Family Assistance Officer/NCO and the Unit SDO/SDNCO. (Staff Duty will then activate paragraph a, "DEATH OF A SOLDIER WITHIN THE COMMAND" as appropriate)

(e) CP duty uniform will be BDUs if in a military hospital, Class A or B if a civilian hospital.

ANNEX Q Death or Serious Injury of a Soldier or Family Member TO JRTC & Fort Polk
CHAPEL STANDING OPERATING PROCEDURES

c. **DEATH OF A FAMILY MEMBER** - In the event of the death of an immediate family member the following procedures will be followed:

(1) C/B/T Commander:

(a) In the event of a Red Cross verified death notification, the C/B/T Commander may request the presence of the Unit Chaplain while giving notification to the service member.

(b) In the event of the death of a family member in the local area, the C/B/T Commander will inform the following persons: Battalion/Squadron Cdr, XO and the CAC.

(c) Assists the soldier in completing leave paperwork as necessary.

(2) Commander:

(a) Informs Brigade Commander.

(b) Visits soldier as appropriate.

(3) Executive Officer:

(a) Informs the Chaplain, S-1, and CSM.

(b) Notifies the Chain of Concern as appropriate.

(c) Receives status reports from the S-1 and Chaplain.

(4) Unit S-1:

(a) Assists the C/B/T Cdr in publishing leave orders.

(b) Keep the XO informed as to developments.

(c) Contact the Mortuary Affairs for assistance in shipping remains.

(5) Unit Chaplain:

(a) Visit soldier/family, providing necessary ministry.

(b) Offer to conduct memorial service.

(c) If service member requests a memorial service for an immediate family member the XO, Chaplain, S-1, and CSM will respond appropriately as indicated above in a. "DEATH OF A SOLDIER WITHIN THE COMMAND."

ANNEX Q Death or Serious Injury of a Soldier or Family Member TO JRTC & Fort Polk
CHAPEL STANDING OPERATING PROCEDURES

(d) Notify the Technical Supervisory Chain.

(e) Brief Cdr, XO, and C/B/T Cdr as to well being and requests of soldier/family.

6. RESPONSIBILITIES CHECKLIST

<u>TASK</u>	<u>ASSIGNED</u>	<u>COMPLETED</u>
BATTALION/SQUADRON		
1. S1 ensures all soldiers keep their Record of Emergency Data (DD Form 93) and SGLI Election (VA Form 29-8286) correct and current.	_____	_____
2. Notify the Battalion/Squadron Commander.	_____	_____
3. Contact Chaplain. Chaplain will evaluate if the CISD Team should be utilized.	_____	_____
4. Commander's Incident Report (See enclosure) a. To higher headquarters. b. 1st PERSCOM by S1.	_____	_____
5. Line of Duty Officer Appointed (if applicable)	_____	_____
6. Summary Courts Officer (SCO) appointed by Casualty Assistance Command at 531-6316/7257	_____	_____
7. Casualty Assistance Officer appointed by Casualty Area Command (CAO Kit provided by CAC) - For married soldiers when family is in the command (531-6316/7257).	_____	_____
8. Accident Investigation Report (DA Form 285) from MPs if applicable.	_____	_____
9. Report of Proceedings by Board of Officers (Brigade_ Corps level) for quality control	_____	_____

ANNEX Q Death or Serious Injury of a Soldier or Family Member TO JRTC & Fort Polk
CHAPEL STANDING OPERATING PROCEDURES

10. Letter of condolence from the Commanders
(Battalion/Squadron and Brigade) (see enclosures)._____

11. Notification of death (3 times in daily bulletin) _____

12. Type of Service

a. Memorial service (The primary official is
the chaplain) _____

b. Memorial ceremony (The primary official is
the commander) _____

C/B/T

1. Talk personally with NOK. _____

2. Designate speakers, prepare comments. _____

3. Coordinate location, date and time of
event with chaplain. _____

4. Schedule rehearsals. _____

5. Call CG's secretary to coordinate
date and time (531-1706) _____

6. Prepare information memo on
deceased soldier. _____

7. Bugler requested. _____

8. Program/bulletin prepared. _____

9. PAO contacted. _____

10. GO flags requested. _____

11. Traffic control and parking
requirements coordinated. _____

12. Detail provided to chapel NCOIC. _____

ANNEX Q Death or Serious Injury of a Soldier or Family Member TO JRTC & Fort Polk
CHAPEL STANDING OPERATING PROCEDURES

- | | | |
|--|-------|-------|
| 13. Conduct pre-inspection of participants. | _____ | _____ |
| 14. Conduct final site inspection. | _____ | _____ |
| 15. Provide Battalion/Squadron colors. | _____ | _____ |
| 16. Provide memorial boot/helmet display. | _____ | _____ |
| 17. Arrange audio-visual taping. | _____ | _____ |
| 18. Recover memorial boot/helmet display. | _____ | _____ |
| 19. Designate and brief ushers, family escort and GO flag bearer details. | _____ | _____ |
| 20. Assess unit morale and impact of soldier's death. | _____ | _____ |
| 21. Coordinate delivery and return of unit guidons. | _____ | _____ |
| 22. Ensure proper positioning of firing party, bugler and GO flag bearers. | _____ | _____ |
| 23. Appoint Honors NCO. | _____ | _____ |

PAO

- | | | |
|---|-------|-------|
| 1. Coordinate news media support and control. | _____ | _____ |
| 2. Escort/brief media representatives as appropriate. | _____ | _____ |
| 3. Coordinate approval for media interview requests. | _____ | _____ |

CDR, LEC

- | | | |
|---------------------------------|-------|-------|
| 1. Traffic control and parking. | _____ | _____ |
|---------------------------------|-------|-------|

ANNEX Q Death or Serious Injury of a Soldier or Family Member TO JRTC & Fort Polk
CHAPEL STANDING OPERATING PROCEDURES

CDR, Band

1. Bugler provided. _____

BATTALION/SQUADRON CHAPLAIN

1. Provide pastoral care to unit. _____

2. Advise commander on honors. _____

3. Support commander in program preparation. _____

4. Coordinate vocalist/musician; supervise musical aspects. _____

5. Coach and encourage participants. _____

6. Coordinate chapel staff support of unit. _____

7. Prepare remarks as appropriate. _____

8. Supervise preparation of chapel. _____

9. Coordinate on placement of firing party, bugler, and GO flag bearers. _____

10. Review chapel SOP and advise unit leaders as appropriate. _____

11. Rehearse back up tape of Taps; coordinate on order back up plan. _____

12. Final chapel inspection. _____

13. Maintain contact with technical staff chain. _____

ANNEX Q Death or Serious Injury of a Soldier or Family Member TO JRTC & Fort Polk
CHAPEL STANDING OPERATING PROCEDURES

APPENDIX

Appendix 1 - Memorial Ceremony	16-17
Appendix 2 - Order of Events for Memorial Ceremony.....	18
Appendix 3 - Personal Notification.....	19-21
Appendix 4 -Tribute/Eulogy.....	22-26
Appendix 5 - Commander's Incident Report.....	27-28
Appendix 6 - Letter of Sympathy.....	29
Appendix 7- Sample Bulletin.....	30
Appendix 8- Ramp Ceremony.....	31-35

ANNEX Q Death or Serious Injury of a Soldier or Family Member TO JRTC & Fort Polk
CHAPEL STANDING OPERATING PROCEDURES

APPENDIX 1

PREPARATION OF BATTALION/SQUADRON MEMORIAL CEREMONY
(Executive Officer and Chaplain)

OBTAIN PERSONAL INFORMATION ON DECEASED FROM S-1:

1. Date and place of birth
2. Full name of parents
3. Military Assignments
4. Service Awards
5. Survivors names

CONTACT CEREMONY PARTICIPANTS

1. Battalion/Squadron CDR (Memorial Tribute)
2. Battalion/Squadron XO (Command of Troops)
3. C/B/T CO (Memorial tribute and presentation of final award)
4. S-1 (Reading Soldier's military record)
5. C/B/T 1SG (Final Roll Call)
6. Platoon LDR or SGT (Memorial Tribute)
7. Fellow Soldier (Memorial Tribute)
8. Squadron Chaplain (Scripture and prayers, back up cassette with taps)

COORDINATE WITH CSM:

1. Colors and Color Guard
2. Firing of Volleys
3. Soldiers Head -gear, Boots, weapons and I.D. tags (if needed)
4. Folded American Flag
5. Bugler

COORDINATE WITH CESO FOR PA SYSTEM TO INCLUDE:

1. Podium
2. Amplifier for taped music (Religious/patriotic)

48 HOURS BEFORE MEMORIAL CEREMONY

1. Reserve Theater or chapel.
2. Contact PAO for pictures and report coverage of memorial ceremony.

ANNEX Q Death or Serious Injury of a Soldier or Family Member TO JRTC & Fort Polk
CHAPEL STANDING OPERATING PROCEDURES

MEMORIAL CEREMONY BULLETIN:

1. Prepare and reproduce carefully with sufficient quantities for all participants, guests, and soldiers who desire a bulletin.
2. Sample bulletin Appendix B.

MEMORIAL CEREMONY:

1. Reserve enough seats for guests.
2. Start prelude tape 5 minutes prior to beginning of ceremony.

FOLLOWING CEREMONY

1. Send copies of bulletin along with pictures and news articles from PAO of ceremony to NOK with letter of condolence from the Chaplain.

ANNEX Q Death or Serious Injury of a Soldier or Family Member TO JRTC & Fort Polk
CHAPEL STANDING OPERATING PROCEDURES

APPENDIX 2

**MEMORIAL CEREMONY
RECOMMENDED ORDER OF EVENTS**

Prelude (Patriotic Music)

COT Orders Troops to Attention

Post of Colors

COT Orders Troops to Present Arms

Playing of National Anthem

COT Orders Troops to Order Arms and Stand at Ease

Invocation by Chaplain

Troops Seated

Reading of Service Record by Adjutant

Memorial Tribute as Appropriate

Scripture Reading by Chaplain

Memorial Prayer by Chaplain

COT Brings Troops to Attention

Reading of Final Service Award if Appropriate by Co Cdr

Silent Tribute

Roll Call by 1SG

Firing of Volleys

Sounding of Taps

Final Salute by Co Cdr

End of Ceremony

COT Releases Troops to 1SG

ANNEX Q Death or Serious Injury of a Soldier or Family Member TO JRTC & Fort Polk CHAPEL STANDING OPERATING PROCEDURES

APPENDIX 3

GUIDANCE FOR PERSONAL NOTIFICATION

NOTE: The following guidance is taken from the Army Casualty System, AT 600-8-1 part two, chapter 7.

REMEMBER:

As a personal representative of the Secretary of the Army, you are expected to be courteous, helpful and sympathetic toward the NOK in this most sensitive mission of personal notification. Your presence is designed to soften the blow if possible, and show the Army's concern for its personnel, their dependents, and their NOK. Each notification action will be different as a result of the individuals and circumstances involved, which can precipitate different reactions. Your alertness to the needs of the individual will assist the DA in maintaining a rapport with the NOK at the time of their greatest need. Your actions in this difficult situation can improve the image of the Army as well as increase confidence in the Army on the part of the public.

DO

1. Present a soldierly appearance - be as neat in appearance and attire as the circumstances permit.
2. Call on the NOK promptly after receiving casualty information. However, the visit should occur only during the hours from 0600 to 2200, local time, unless otherwise directed.
3. Make the visit as inconspicuous as possible.
4. Be as natural as possible in speech, manner, and method of delivery of the notification. Furnish the NOK essentially the following information:

a. For death cases: "The Secretary of the Army has asked me to express his deep regret that your (relationship) (died/killed in action) in (country) on (date). (State the circumstances.) The Secretary extends his deepest sympathy to you and your family in your tragic loss.

b. For missing cases: "The Secretary of the Army has asked me to inform you that your (relationship) has been reported (missing/missing in action) in (country) on (date). (State circumstances.) When additional information is received, you will be promptly notified. The Secretary extends his deepest sympathy to you and your family during this most trying period.

ANNEX Q Death or Serious Injury of a Soldier or Family Member TO JRTC & Fort Polk CHAPEL STANDING OPERATING PROCEDURES

5. Be alert for any adverse reaction to the news. If there is apparently no other adult member of the family at home and the news produces a shock that would seem to make it desirable for someone to be with the next of kin, ask, "Is there anything I can do?" or In case of severe reaction say, "May I call someone or ask a neighbor to step in?"
6. Inform the PNOK of a subsequent visit by a CAO/FSA, but do not specify date or time he/she will visit (Ch 7).
7. Inform the NOK that a follow-up confirmatory message will be received through commercial telegraph facilities. Advise that a 24 hour time lapse is not considered excessive. Verify NOK complete name and 45 day mailing address at that time.
8. In death cases, if remains have been recovered, inform the NOK that a message on disposition of remains will be forthcoming. In the case of SNOK, inform them that the PNOK will receive a message on disposition of remains. If remains were not recovered, the NOK will be advised on the procedures for conducting memorial services outlined in AR 638-40. Advise the NOK that the normal time for return of remains from an overseas to CONUS area is 7-10 days and 3-4 days for return of remains from within CONUS.
9. Solicit the assistance of neighbors, friends, clergy, postmaster, or police chief, as necessary, in locating the NOK who are not at home. Care must be taken not to disclose the full purpose of your mission. If the absence is temporary, you may wait their return or go in search of them, depending on the circumstances. If the NOK is out of town and not expected to return shortly, ascertain the exact location and accomplish the visit within a reasonable geographic distance, or telephonically redirect action immediately through the casualty reporting chain of command.

ONCE NOTIFICATION ACTION HAS BEGUN, IT MUST BE CONTINUED TO COMPLETION

10. Inform the PNOK that personal notification will be made to SNOK if such notification is required by paragraph 5-7.
11. Inform the SNOK that the PNOK has already been informed.
12. Inform the NOK that a letter will be forthcoming from the individual's commander which will provide more details (chap 6).

DO NOT

1. Don't notify by phone.
2. Don't call for an appointment prior to visiting.

ANNEX Q Death or Serious Injury of a Soldier or Family Member TO JRTC & Fort Polk CHAPEL STANDING OPERATING PROCEDURES

3. Don't hold your notes or a prepared speech in hand when approaching the residence of the PNOK.
4. Don't divulge your message except to the person or persons concerned.
5. Don't leave word with neighbors or other individuals to have the NOK call you.
6. Don't speak hurriedly or continuously refer to notes when talking to NOK.
7. Don't use code words which may have been used in the casualty report. See table 3-2 for definition of the code words.
8. Don't use gestures which might be misconstrued as manifestations of being overly sympathetic.
9. Don't touch the NOK in any manner unless there is extreme shock or fainting, in which case render appropriate assistance.
10. Don't discuss entitlements in death cases at this time. (Acknowledge either the fact that you are not knowledgeable in this field and that a CAO will be assigned to discuss such matters, or if you are the CAO inform the NOK that you will return later to discuss all of the details.
11. Don't discuss disposition of remains or personal effects.
12. Don't inform SNOK that they will receive a subsequent visit from a CAO unless the PNOK is a minor and not the spouse.
13. Don't commit your organization or DA to accomplishing an action or obtaining some information by a given time. All requests for information or other assistance will, however, be forwarded to the proper agency or through the casualty reporting chain of command without delay.
14. Don't stop in taverns or similar establishments while awaiting the return of the NOK

ANNEX Q Death or Serious Injury of a Soldier or Family Member TO JRTC & Fort Polk
CHAPEL STANDING OPERATING PROCEDURES

EXPANDED COMMANDER'S COMMENT

NAME

15 OCTOBER 1968-22 JULY 1988

____(Name) ____ was a man that everyone in our Company knew. He had arrived here a "Newbie" just a year ago. ____ (Name) ____ had come here to work and to learn. He gained rank quickly and had already been recommended for E5 on two occasions; only his short time in service and time in grade kept him from being promoted.

____(Name) ____ and (name of friend made up the recovery team that probably had come to pick you up on at least one occasion. As ____ (Friend) ____ ended his tour of service, ____ (Name) ____ took over the responsibilities of Senior Recovery Operator. Two months prior to the Annual General Inspection, ____ (Name) ____ took on the additional responsibility of being company TAMMS Clerk. He learned fast and worked hard to understand the Army Maintenance System and to develop his records the way the book had it. It took many extra non-duty hours to prepare TAMMS for inspection. Company A's success on the AGI would not have happened without the efforts and dedication to duty of ____ (Full Name) _____. ____ (Name) ____ was recommended for the Army Commendation Medal for his efforts on the AGI.

____(Name) ____ was a man who accepted responsibility. When ____ (Sergeant Supervisor) ____ went back to Wiesbaden Tuesday, he left ____ (Name) ____ in charge of the motorpool. The Motor Platoon reported that they had released a vehicle to ____ (Name) ____ for his recovery mission and there was no doubt in his mind what had to be done. ____ (Name) ____ took the initiative to go make the recovery. Unfortunately, mechanical failure in a critical situation took ____ (Name)'s ____ life.

Yesterday, ____ (Sergeant Associate) ____ and I had the unpleasant task of going through and making an inventory of ____ (Name)'s ____ personal belongings. His photographs touched my deeply. ____ (Name) ____ was a man who valued his friends and whose friends valued him. Those photos are of you. This is the sixteen month history of Company A. There are pictures of the 1st Annual Easter Bowl Football Game during Cardinal Point II in 1987. There are pictures of you folks out there.

He bought a big care so that he could fit all his friends in. Times in Company A have not always been easy, but we have always pulled together and given our best effort. We are all going to miss ____ (Full Name) _____. (Another friends name) will remember all his "snappy remarks". ____ (Friends) ____ and ____ will remember that they ate, slept, worked, and partied with him. ____ (Name of friend) ____ will remember him as the other half of "Mutt and Jeff". ____ (Sergeant supervisor's name) ____ will remember that he was a dependable

ANNEX Q Death or Serious Injury of a Soldier or Family Member TO JRTC & Fort Polk CHAPEL STANDING OPERATING PROCEDURES

and hard worker. I will remember him starved fatigues trying to explain why the weekly vehicle report, the 2400, was messed up. We will remember _____(Name)_____ in different ways; but all of us will remember him as a friend and as a soldier who excelled in both field and garrison.

Farewell Specialist _____(Name)_____ - you were one of the best.

TRIBUTE/EULOGY

We are gathered here this morning in memory of two of our fellow soldiers,
Sergeant_____and Specialist_____.

Sergeant _____enlisted on July 8, 1984. After Basic Training and AIT, he came to Europe and spent a tour with the 1st Battalion, 36th Infantry, initially with Company C and later with Headquarters and Headquarters Company. After an assignment with the 2nd Squadron, 1st Armored Cavalry, 2nd Armored Division at Ft Hood, Texas, Sergeant _____ returned to Europe and Company A on November 6, 1986. Sergeant _____ performed a number of tasks: Recovery Sergeant, Motor Sergeant, and Arms Room NCO. He demonstrated a sense of professionalism and inner pride that were special qualities we all could emulate. He displayed a high level of proficiency and concern that was unparalleled by others. Sergeant _____ was an outstanding example of the professional NCO.

Specialist _____enlisted on July 31, 1985. After Basic Training at Fort Dix and AIT at Fort Benning, he came to Europe and Company A on January 9, 1986, Specialist _____ was a soldier you could always count on to get the job done. He assisted in preparing for the AGI and took responsibility for the records after the inspection. He performed well above that expected of his experience. He was respected, well-liked, and certainly earned an admirable reputation in the Company.

Around the world, I stand ...ever forward. Over Lebanon's sands, my rifle steady aimed....and calm returned. At Berlin's gate, I scorned the Wall of Shame. I am the Infantry!

My bayonet...on the wings of power...keeps the peace worldwide. And despots falsely garbed in freedom's mantle, falter...hide. My ally in the paddies and forest...I teach, I aid, I lead. FOLLOW ME!

Where brave men fight...there fight I. In freedom's cause...I live, I Die. From Concord Bridge to Heartbreak Ridge, from the Arctic to the Mekong...the Queen of Battle!

Always ready...then, now and forever, I am the Infantry! FOLLOW ME!

And when our work is done
Our course on earth is run
May it be said, "Well done"

ANNEX Q Death or Serious Injury of a Soldier or Family Member TO JRTC & Fort Polk
CHAPEL STANDING OPERATING PROCEDURES

Be thou at peace.”

Sergeant _____ and Specialist _____ will be sorely missed by those of who knew and admired them as soldiers and men.

TRIBUTE/EULOGY

_____ was born on 15 October 1968. A 1985 graduate of Butler Senior High School in Butler, Pennsylvania, Specialist _____ took his Basic Training at Fort Dix, New Jersey, and his Advanced Individual Training at Aberdeen Proving Ground, Maryland. He earned the Mechanics Badge, Sharpshooter Badge, Expert Grenadier Badge, and qualified with the M3 Machine Gun.

In April of 1988, Specialist _____ arrived in the Division for duty with _____ (Unit) _____ where he initially served as a Recovery Vehicle Operator. Because of his superior ability and performance, he was selected for concurrent duty as TAMMS clerk and Senior Recovery Operator as those positions became available. His death through a training accident creates a most significant professional loss for his company as well as a deep personal loss for his family and many friends.

Specialist _____ is survived by his mother and father, Mr. and Mrs. _____ of _____, Butler Pennsylvania, and his four brothers _____, and _____, and _____, and _____.

CHECKLIST FOR EULOGY DATA

A. Civilian History

1. Name _____

2. Date and Place of birth

3. Home of record

4. Civilian Schooling (Degrees and Certificates)

5. Marital Status: Date _____
Place _____

ANNEX Q Death or Serious Injury of a Soldier or Family Member TO JRTC & Fort Polk
CHAPEL STANDING OPERATING PROCEDURES

6. Family: (Names and Relationships)

7. Last significant Civilian Position

8. Church and Fraternal Organizations

B. Military History

1. Date and place of entry on Active Duty

2. Sequence of Assignments, Dates and Positions

3. Military Schooling

4. Awards and decorations

5. Length of Service_____ Retirement date

C. Other Information

1. Date and place of death

2. Survivors and relationships

ANNEX Q Death or Serious Injury of a Soldier or Family Member TO JRTC & Fort Polk
CHAPEL STANDING OPERATING PROCEDURES

3. Place and Date of Burial/Internment

ELEMENTS OF THE EULOGY

1. Identify why you are giving the eulogy: Friend, Commander
2. Summarize the deceased's personal history and military career, include only positive elements.
3. List the survivors, relationships and include an expression of sympathy.
4. Closing statements: Include the eulogist's personal feelings and the significance of the loss to the unit and nation.

As his company commander, I accept the tremendous duty of presenting the eulogy for SPC John Q. Citizen. SPC Citizen was an outstanding member of this command. He was born on July 4, 1972 in City, State. He lived there throughout his early life and graduated from City High School in 1990.

SPC Citizen was inducted into the Army in Sept 1991. After One Station Training at Ft. Benning, GA he was assigned to C Company, 3rd 502 Infantry. While here he participated in numerous/specific deployments/operations. He received the Army Achievement Medal and Army Commendation Medal. During his career he served this unit well. He was an excellent soldier known for his willing spirit, friendly manner and can-do attitude.

SPC Citizen is missed by his loving wife, Joan, his parents, Mr. and Mrs. Citizen, and his two brothers, Steve and Mike. To them and his friends, I extend my deepest sympathy and regrets.

SPC Citizen died on March 24, 1992 in a one vehicle accident. It is unfortunate that this accident ended his life. His death saddens me and is a great loss to this unit, the United States Army and the country he so proudly served.

ANNEX Q Death or Serious Injury of a Soldier or Family Member TO JRTC & Fort Polk
CHAPEL STANDING OPERATING PROCEDURES

APPENDIX 5

LOG ITEM NO: _____

COMMANDER'S INCIDENT REPORT

TYPE OF INCIDENT:

TIME OF INCIDENT:

LOCATION OF INCIDENT:

OPREP NUMBER & THE TIME ASSIGNED:

REPORTED BY:

TIME OF REPORT:

PERSONNEL INVOLVED:

RANK/NAME: _____

SSN: _____

UNIT: _____

NARRATIVE: _____

ANNEX Q Death or Serious Injury of a Soldier or Family Member TO JRTC & Fort Polk
CHAPEL STANDING OPERATING PROCEDURES

EAC ACTIONS
DTG(L)

NOTIFY/BRIEF

DIV EAC

NAME

ANNEX Q Death or Serious Injury of a Soldier or Family Member TO JRTC & Fort Polk
CHAPEL STANDING OPERATING PROCEDURES

APPENDIX 6

DEPARTMENT OF THE ARMY
HEADQUARTERS, 7TH INFANTRY DIVISION (LIGHT) ARTILLERY
FORT ORD, CALIFORNIA, 93941-2137

3 January 1991

Office of the Commander

Mrs. _____
Service Battery, 2nd Battalion 8th Field Artillery
Fort Ord, California 93941

Dear Mrs. _____

I extend my deepest sympathy to you on the death of your husband,
Specialist_____.

Your husband was one of the special people in this battalion that could always be counted on to do his best and try his hardest. During our rotation at Hunter Liggett, your husband worked endless hours and truly identified himself as one of the best soldiers in this battalion.

Specialist_____ death is deeply felt by all the soldiers of this battalion. He was a fine soldier and will be missed by all.

My deepest condolences are extended to you and the members of your family.

Sincerely,

Stephan C. Randolph
Lieutenant Colonel, Field Artillery
Commanding

**2nd Armored Cavalry Regiment
Air Defense Artillery Battery
Memorial Service**

31 March 1999 1000

PRELUDE

Organist

INVOCATION

Chaplain Hearn

SCRIPTURE READING

John 14:1-6

COMMANDER'S TRIBUTE

CPT Jason Shepard

REMARKS

LTC Sam Palmer

MEDITATION

Chaplain Hearn

TRIBUTE

Rev. Bobby Murff

HYMN

#375

"Amazing Grace"

ROLL CALL

1SG Calderon

TAPS

Bugler

SILENT TRIBUTE

BENEDICTION

Chaplain Hearn

POSTLUDE

IN MEMORY OF
Derrick Charles Murff
Private First Class

Born: 8 November 1978 Died: 26 March 1999

Private First Class Derrick Charles Murff was born in Shreveport, Louisiana to Mr. Larry D. Murff and Mrs. Janice McMillion Murff. He was born on November 8, 1978 and departed this life on March 26, 1999.

Derrick was baptized at Philadelphia Seventh-day Adventist Church by Pastor George Bryant in August 1995. He was a valuable member of the music staff at his church as well as a faithful member of the Adventist Youth Society.

Derrick attended Green Oaks High School, where he was an avid member of the band. He graduated from Green Oaks High School in May 1996.

Private First Class Derrick Charles Murff proudly served his country as a soldier in the United States Army. He attended Basic Training at Fort Sill, Oklahoma and Advanced Individual Training as an Avenger Crewmember at Fort Bliss, Texas. Private First Class Murff's first assignment was to Delta Battery, 5th Battalion, 5th Air Defense Artillery Regiment at Camp Stanley, Korea. While in Delta Battery Derrick served as an Avenger Crewmember and as the Command Sergeants Major Driver. He returned to the United States in early March 1999 and was assigned as an Avenger Crewmember to the Air Defense Artillery Battery, 1st Squadron, 2nd Armored Cavalry Regiment at Fort Polk, Louisiana.

He is survived by his parents Larry and Janice Murff, his sister Rikki Meshone Murff, his brother Private First Class Kevin Darnell Murff, his grandmother Ora V. Murff, his great grandmother Louiza Newson, one son Jaylan Rayshunn Murff and a host of uncles, aunts, cousins, relatives and friends.

Appendix 8

RAMP CEREMONY TIMELINE

☐ T-4 hrs

Rehearsal (key leaders, chaplain, casket detail, color guard, vehicle drivers, honor guard, unit guide)

☐ T-1hr, 30 mins

-Aircraft arrives and is positioned (all cargo is downloaded immediately)

☐ T-1hr

-Unit arrives to airfield

☐ T-45 min

-Full rehearsal

☐ T-45 mins

-TCP emplaced

☐ T-15 mins

-Remains begin movement from CAS

☐ T hour

-Vehicles arrive at ramp and ceremony begins

☐ T+20-25 min

-Ceremony is completed

☐ T+30

-Aircraft taxis and takes off

Ramp Ceremony Sequence of Events

1. Just prior to arrival of the escort vehicle and casket vehicle(s), soldiers and leaders are in position at Parade Rest (See figure 1).
2. As the escort vehicle and casket vehicle arrive, the unit CSM commands the formation to ATTENTION.
3. Vehicle stop and casket detail unloads casket from vehicle and proceeds to the casket stand. As soon as the casket starts moving to the casket stand the unit CSM gives the command PRESENT, ARMS.
4. Once the caskets are set on the stand, and the casket details are at attention, the CSM gives the command ORDER, ARMS.
5. The chaplain speaks.
6. At the conclusion of the Chaplain's remarks the casket detail picks the casket up off the stand and simultaneously the CSM gives the command PRESENT, ARMS to the formation
7. The casket detail carries the casket onto the aircraft. As the casket approaches the aircraft, the honor guard presents arms individually as the casket moves by each soldier in tandem with the soldier across from them.
8. Once the caskets are onboard the aircraft, the CSM gives the command to ORDER, ARMS.
9. Once the ramp comes up the aircrew takes control of the casket, and the casket detail exits the aircraft from the front. As this occurs, the escort officer/soldier enters the aircraft.
10. The formation of unit members should be equal in squads as well as ranks. When the aircraft is moving to the taxiway the following movements need to take place:
 - a. When the aircraft has reached the taxiway the CSM will give the command to the unit formation RIGHT FACE, FORWARD MARCH to the metal gate or other predetermined location. Upon reaching that point the CSM will give the command HALT.
 - b. When the ramp of the aircraft starts to go up the honor guard will move smartly to fall in behind the color guard. As the pallbearers depart the aircraft they will move smartly to fall in with the honor guard in equal ranks. When the CSM gives the command RIGHT FACE, FORWARD MARCH to the unit formation the color guard will execute a WHEEL LEFT, FORWARD MARCH, upon reaching the metal gate or other predetermined location the senior soldier of the color guard (soldier carrying National

ANNEX Q Death or Serious Injury of a Soldier or Family Member TO JRTC & Fort Polk CHAPEL STANDING OPERATING PROCEDURES

Colors) will command HALT. When the Color Guard WHEEL is completed, the NCOIC of the casket detail will give the command FORWARD MARCH, COLUMN LEFT, MARCH to march right up behind the color guard. Vehicle drivers and assistants will remain with vehicles.

c. The dignitaries will smartly fall in at the metal gate or predetermined location between the unit and the color guard. As the aircraft proceeds down the runway the CSM will give the command PRESENT ARMS when the aircraft has passed by the formation the CSM will give the order ORDER ARMS. This concludes the ceremony. The CSM then give the order DISMISSED (See figure 1)

UNIT SOLDIER REQUIREMENTS

1. Casket Detail (1 X NCOIC and 8 soldiers) for each casket
2. Honor Guard at the aircraft (Suggest 20 soldiers)
3. Unit Leadership (Commander, CSM, Co Cdr, 1SG, Chaplain)
4. Color Guard (Unit provides all colors, Soldier requirements to be determined by the number of colors +2 riflemen)
5. Unit formation (To be determined by the unit)

EQUIPMENT REQUIREMENTS

1. Escort Vehicle and Casket Vehicle (Provided by CAS Tenants)
2. Casket stand (Provided by CAS)
3. Buses (Provided by BRS Coordinated by CAS)

ANNEX Q Death or Serious Injury of a Soldier or Family Member TO JRTC & Fort Polk CHAPEL STANDING OPERATING PROCEDURES

AAR COMMENTS

Short "call to worship" type statement.

Short Prayer

Benediction.

Total time No more then 30 seconds! This sounds short but here is why:

1. The bodies are packed in ice. This container can weigh between 300 and 500 lbs. depending on the size of the individual! Although you will have 6 pallbearers they have trouble carrying a container weighing that much for a long time/great distance. In addition the handles are very small and with that much weight can really cut into a person's hand. (Note we almost had two incidents where they dropped it because of the time they were required to hold it).

2. So we kept it very short and to the point.

3. It took me several tries but I finally convinced the S3 CSM he should get stands so the pall barriers could take a much needed break. He kept wanting me to shorten down the ceremony. Evidently the long march from the vehicle in the blazing sun, in full battle rattle to the ceremonial spot and then to the plane was OK; it was just my 30 seconds that was causing the problem.

After several conversations I convinced him I can only speak so fast and cut so much out. He finally agreed (especially after they almost dropped a container off the back end of aircraft. The stands worked out well, looked good and it gave the pall barriers a much needed break. They merely set the container down on the stands while I did my thing. It also help me in allowing me to pace myself in a more professional manner. And since these are filmed with a copy going to the family it sounded a lot better then when I was trying to hurry.

4. The tricky part was getting my helmet off and on without loosing the slip of paper my stuff was written on. (I have learned not to trust myself or my memory with such things especially when the entire world is watching). This takes another 15-20 seconds or more the soldiers have to stand there holding the container.

Again there seems to be no written format for all this including taking the helmet off. So you can pretty much do what you want. But I found Scott McCrystal's procedure worked out well.

ANNEX Q Death or Serious Injury of a Soldier or Family Member TO JRTC & Fort Polk CHAPEL STANDING OPERATING PROCEDURES

5. Because of the weight, don't let them make those pallbearers carry that container any further than necessary. If you sweet talk the Air Force you would be surprised how close they can park the plane to the ceremonial site or how close you can park the vehicle carrying the body. The instinct is to just get "big guys." Trust me, that is no guarantee. That is one reason why the CSM finally got stands. He just couldn't find guys big enough, who could carry that much weight for very long.

6. The overall ceremony was:

I would be waiting along with the official party but off to one side. The vehicle approached, stopped and the pallbearers retrieved the casket and slowly walked it to the a predetermined point just in front of the honor guard, (soldiers from each nation holding their nations flags). They would stop and face inward.

As the pallbearers passed my location I would fall in behind. When they had stopped and faced inward, I would remove my helmet and do my thing, and then replace my helmet. At this time the pallbearers would execute a turning movement and march slowly through the honor guard and into the tail of the aircraft while everyone saluted. The ramp would close and the plane taxied away.